

Posted: October 25, 2016

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Principal Assistant – Board/Commission (Administrative Secretary)

Responsibilities: Ensures Commission daily operations, statutory obligations, and deadlines are implemented and achieved effectively. Advise and/or respond to inquiries from the public, county officials, and legislators regarding assessment processes; as well as requests from Commissioners, as it pertains to the Administrative Section. Prepares, submits, and monitors the Commission budget and attends budget hearings as required. Maintains all Commission records and certifies actions of the Commission. Prepares and submits necessary filings and reports required of the Commission on an annual basis, inclusive of the Commission Annual Report of the Proceedings and Decisions. Ensures Commission policies, procedures, rules, and other public information (such as the website) are current. Supervises clerical employees, providing training as needed and reviews work for accuracy and performance measures.

Requirements: Candidates for this position must have considerable knowledge of budgetary and fiscal management, records management, supervision, and office management practices and procedures. Must have the ability to communicate effectively; understand written and verbal instructions; work independently without direct supervision; and instruct, train and supervise subordinate staff. Possess a high degree in organizational skills; ability to multi-task and administer a multitude of deadlines; and develop, recommend, and implement policies and procedures. This position is required to exercise judgment in applying general policies and procedures to situations; confidentiality; development working relationships with employees, officials, and the public; and learn and interpret Missouri law and regulations. Some travel and overnight lodging is required.

Salary: \$50,000 - \$60,000 Annually

Application Process: If interested in applying, please submit a completed application, current resume, cover letter, and transcripts, if applicable, to the address listed below. All applications/resumes must be received no later than November 8, 2016. The State Tax Commission of Missouri application is available online at <http://stc.mo.gov/employment-opportunities> may be requested by contacting Human Resources at the telephone number or e-mail address listed below:

State Tax Commission of Missouri
ATTN: Human Resources
PO Box 146
Jefferson City, MO 65102-0146
Phone: (573) 751-2414
Fax: (573) 751-1341
E-mail: stc@stc.mo.gov

Affirmative Action/Equal Opportunity Employer